

City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Plans Examiner
Class Code Number	3035

General Statement of Duties

Performs building plan and specification reviews and inspections for compliance with adopted building codes, ordinances, laws and regulations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform building plan and specification reviews and inspections for compliance with adopted building codes, ordinances, laws and regulations. The work is performed under the supervision and direction of higher level staff as assigned but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office and field environment.

Examples of Essential Work (Illustrative Only)

- Performs building plan and specification reviews and inspections for compliance with adopted building codes, ordinances, laws, and regulations;
- Confers with and provides information to architects, contractors, and builders regarding construction methods, restrictions, and requirements, including maintaining complete and accurate records of all plan check activities and inspections, and preparing written reports;
- Responds to requests and inquiries concerning permit applications, plan submittals, and code compliance; and processes and issues applicable permits;
- Monitors changes in uniform code requirements and construction techniques;
- Serves as department liaison to various City departments;
- Enforces housing codes and abatement of dangerous buildings by providing minimum standards of safety, including issuing notices to correct code violations, regulating occupancy, location, and maintenance of residential and commercial buildings, and maintaining complete and accurate records of inspections and regulatory action taken;
- Performs industrial, commercial, and residential field inspections to include building, plumbing,

- mechanical, and electrical aspects, including enforcing adherence to related codes;
- Interprets codes and regulations and explains permit and compliance conditions;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Thorough knowledge of applicable Federal, State, and local building related codes, laws, regulations, and ordinances enforced by the City;
- Thorough knowledge of enforcement procedures of uniform codes and local ordinances;
- Thorough knowledge of complex principles and techniques of plans examining work and building inspection;
- Thorough knowledge of standard types of building construction, materials, and methods;
- Thorough knowledge of accepted safety standards and methods of building construction for commercial, industrial, and residential buildings;
- Thorough knowledge of engineering mathematics and principles of structural design;
- Ability to interpret and apply pertinent Federal, State and local laws, codes, and regulations;
- Ability to read and interpret complex building plans, specifications, and building codes;
- Ability to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices;
- Ability to develop and maintain a thorough and accurate record of plan check and inspection activities;
- Ability to make mathematical computations rapidly and accurately;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in a related field;
- Two years related experience.

Required Special Qualifications

- Valid Class C California State Driver's license;
- ICBO or ICC Building Inspector Certification within six months of employment;
- ICBO or ICC Plans Examiner Certification within one year of employment;
- Other certification(s) specific to functional areas of assignment may be required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office and field environment.